

# **CITY OF MANCHESTER**

**HUMAN RESOURCES DEPARTMENT  
ONE CITY HALL PLAZA  
MANCHESTER, NH 03101  
TEL: 603-624-6543 (VOICE/TTY)  
FAX: 603-628-6065**



**CORRECTED COPY**

## **ADMINISTRATIVE ASSISTANT II**

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(Announcement No. R-010-07)

Grade 13

Starting Pay: \$13.58 per hour— extensive benefits  
40 hours per week - Monday through Friday

### **THE JOB:**

Performs a variety of confidential secretarial and administrative support duties. Prepares correspondences, reports, financial and statistical tables and other documents; gathers, assembles, updates, distributes and/or files a variety of information, forms, and records; screens visitors, telephone calls, faxes, mail and messages directed to office personnel. Utilizes two-way radio communication. Performs related duties.

### **MINIMUM QUALIFICATIONS:**

High School graduate or GED, preferably supplemented by additional training in office management and 4-6 years experience in general office operations including experience with public contact; or equivalent combination of experience and training which provide the knowledge, skills and abilities necessary to perform the work. Strong word processing skills is required. Microsoft Word, Excel, as well as data base operations is required.

**NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodations, as determined by medical exam.**

### **APPLICATION PROCEDURES:**

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at above address.

### **OPENING DATE:**

Wednesday, Jan. 17, 2007

**CLOSING DATE:** Friday, Feb. 2, 2007

### **OFFICE HOURS:**

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

**The City of Manchester is an Equal Employment Opportunity Employer**

**\*\*\*PLEASE POST\*\*\***

*THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST*